Bishop Duncan-Probe's Visitation Customary

Updated February 18, 2025

I want to be supportive of you and your ministry and a conversation prior to the visitation will be helpful in that regard. If calendars permit, this can be over a meal or at a time and location that is convenient to both of us. Please contact my assistant to make arrangements. If a meeting cannot be arranged, a phone call prior to the visit will suffice for planning the visitation and we will have a more in-depth conversation following the visitation.

I would like to accomplish the following at my Episcopal visitations:

1. Worship with you and your congregation by presiding at the Eucharist, preaching, and offering pastoral offices at both services if there are two (unless there are special circumstances, I prefer not to do Saturday services);
2. Encourage your shared ministry by spending time with you and your congregation.
3. Meet briefly with the wardens and vestry.

Special Notes

1. When formally listed in the bulletin my full name and title are used (i.e. Officiant: The Rt. Rev. Dr. DeDe Duncan-Probe. When indicating 'Preacher' a less formal version may be used (i.e. Preacher: Bishop or Bishop Duncan-Probe).
2. Please make sure the lighting in the church near the altar, or where I may be seated or standing is good. If necessary, please provide a clip light for the altar book and for the bulletin if necessary.
3. Please send a draft copy of the service bulletin at least two weeks prior to the visitation. It should contain the specifics of the service (order, lessons, music, etc.).
4. I will read my bulletin from my iPad. There is no need to print a large print bulletin.
5. Your hospitality is appreciated in letting me know where best to park when I arrive. Sarah will send you hospitality related questions before my arrival, including COVID-19 safety requirements, including masks and distribution of Communion.
6. If you prefer I enter through a certain door, please describe that entrance for me.

The Service

1. If the Eucharistic Prayer is in the Altar book, there is no need to prepare a binder for my use at the altar as I prefer to use the Altar Book and a copy of the service bulletin on my iPad. If using a Eucharistic Prayer from Enriching Our Worship, please provide a digital copy of that to Sarah Alamond to upload to my iPad.

2. I will arrive approximately 30-45 minutes before the first scheduled service or 1 hour if meeting with confirmation candidates. During this time I will inspect the parish records and sign the confirmation certificates and/or any books to be given to the members of the class.
3. If more than one parish is represented for an official visitation, please bring the parish records of each parish for review and signature.
4. Vestments colors: white if there is to be a baptism, red if confirmations, receptions and affirmations without baptisms, or the color of the season if there are no pastoral offices.
5. Use the lectionary appropriate for the Sunday (all three lessons and the appointed Psalm). If it is a weekday service, use the lessons from the previous Sunday unless it is a feast day.
6. If there is a baptism, the local clergy are encouraged to officiate; I will also baptize if preferred.
7. At the discretion of the local clergy or leadership, the Baptismal Covenant may be used in place of the Creed on appropriate days if there are no confirmations or baptisms.
8. For pastoral offices, the Prayers of the People may be combined with the Prayers Over the Candidates or omitted if preferred.
9. The confession/absolution are omitted when there is either a baptism or confirmation.
10. If a deacon is not present, the rector or clergy in charge will read the gospel, prepare and clear the table, and give the dismissal. The local priest is invited to offer the announcements as preferred.
11. Please print an appropriate Offertory Sentence in the bulletin.
12. After the Breaking of the Bread, I use the following Invitation to Communion from the Iona Community:

    Invitation to Communion
    This altar is not ours, it is the Lord's. So come to this altar you who have much faith, and you who would like to have more. You who have been here often and you who have not been here for a long time. You who have tried to follow Jesus and you who have failed. Come. It is Christ who invites us to meet him here.

    Adapted from The Iona Community, Iona Abbey Worship Book, (Glasgow, UK: Wild Goose Publications, 2001), 53.

13. For Communion, I prefer to distribute the bread and have clergy/LEM hold the chalice to offer cup or intinct for people. If someone is holding the wafer then take it from them and intinct for them. If they are holding the bread, do not offer the cup as they will likely try to intinct.

14. At the conclusion of the service, I prefer to use the **Episcopal Blessing**:

Bishop	*Our help is in the Name of the Lord;*
People	***The maker of heaven and earth.***
Bishop	*Blessed be the Name of the Lord;*

People ***From this time forth for evermore.***
Bishop *The blessing, mercy, and grace of God Almighty, the Father, the Son, and the Holy Spirit, be upon you and remain with you for ever.* ***Amen***

15. The local priest is invited to co-celebrate with me and assist in the administration of the sacraments.
16. I preach from an outline. If there is a desire to publish the sermon, please feel free to make arrangements to have it recorded during the service. You can obtain an inexpensive transcription of the recording from rev.com.
17. I prefer to sing the Eucharistic Prayer (Sursum Corda, Preface and Doxology).
18. Please have a glass of water near the pulpit area.
19. In any liturgy when the baptismal vows are said, the Paschal candle may be lit.
20. Remaining wine will not be consumed at the altar but placed on the credence table.

Confirmations/Receptions

For confirmation, a candidate is expected to be old enough to make an adult affirmation of faith, typically of high school age or older. It is important that each confirmand complete sufficient preparation to make a mature, personal confirmation of his/her baptismal vows. I affirm the clergy person's pastoral sensitivity concerning the readiness of each individual.

1. I like to meet with those being confirmed, received or reaffirmed prior to the service. Depending on the number involved, I would like 30-45 minutes prior to the service for conversation and prayer with the class. Please be sure your candidates are prepared to arrive early; the local priest may attend if desired.
    a. This meeting is an opportunity for the candidates and me to share some of the spiritual journey that has led to their preparation for a pastoral office and to review any last minute details concerning specifics of the service. We will then share a time of prayer before going into the service.
2. Please print the names of each of those being baptized, confirmed, received, or reaffirmed in the bulletin.
3. Signed certificates (confirmation, reception, reaffirmation, etc.) are available from my office. Please contact Sarah Alamond when you know how many you will need.
4. I baptize by name so for each person a name tag or card is necessary. Please use the individual's preferred name, without a surname.
5. I would like the confirmation class to be part of the processional, walking behind the choir and before the clergy, then moving into reserved seating in the front row/pews. They need not recess.
6. A Bishop's Chair is not needed. I will confirm from a standing position in the most visible place in the Church (usually the chancel steps) with the candidates standing as well.

7. Be sure candidates are well rehearsed with the vows they are to make so they are prepared to respond loudly and distinctly.

Photography/Videography

1. Please live stream the service if possible, and provide live stream details to my assistant, Sarah Alamond.
2. No photos/videos are to be taken during the service, apart from photographers/ videographers designated in advance by the parish leaders. In the bulletin please state that a photographer/videographer has been engaged and that individuals are encouraged to fully engage in worship and refrain from taking photos or videos during the service. Please make the photos/video available to the congregation. **This does not apply to live streaming of the service, by the parish.*
3. Please inform my assistant in advance if a photographer(s)/videographer(s) will be present during the service or in meetings.
4. Designated photographer(s)/videographer(s) must be introduced to the Bishop prior to the service.
5. Please instruct your designated photographer(s)/videographer(s) to be discreet, avoid blocking anyone's view, and avoid creating any distraction (i.e. no loudly clicking shutters, no beeps, no flash, use zoom lens where possible) during the service.
6. After the service the bishop will pose for photographs with clergy, wardens, confirmands/receptions and families, etc. Members of the congregation may take photos during this time. It can be helpful to give the photographer a quick list of posed photos in advance, and designate someone to round people up for photos.
7. Please submit 2-3 photos to communications@cnyepiscopal.org by Tuesday to share the visitation with the rest of the Diocese!

General Comments

1. I welcome the opportunity to spend time with the members of the congregation at large, any adult and/or youth class, or any combination thereof. It is not necessary to arrange for a specific meeting or public forum, although I am happy to participate if one is scheduled.
2. Diocesan Canon XXVI states, "At the Episcopal Visitations, each parish shall take an offering, which shall be given to and used at the discretion of the Bishop." **It is customary, however, if a separate offering is not taken, that the loose collection of the visitation Sunday be designated for the Bishop's discretionary fund. This should be noted in the bulletin and stated during announcements. *Please do not give cash. Checks made out to the Episcopal Diocese of CNY memo: Bishop's discretionary fund are acceptable**
3. In the event of bad weather, if a travel advisory of any kind is issued for the diocese in the area of your parish, please contact the Bishop (315-882-0511) the night before the service if

advance notice is given, or very early the morning of (considering travel time). It is ok to cancel a visit, and we will reschedule if needed. The importance of keeping all parishioners safe in their travel to church is of utmost concern, and we do not want to put anyone in harm's way.

If you have questions regarding these guidelines or any other aspect of the visitation, please do not hesitate to contact my assistant, Sarah Alamond, at salamond@cnyepiscopal.org.